

PUBLICATIONS WORK REQUEST

Requestor/Code/ Phone Number/E-mail Address		Date Requested	Date Required	Class Start Date
Description (Publication title, form no., FEDEX item, etc.)		Submitted for: <input type="checkbox"/> ELECTRONIC CONVERSION <input type="checkbox"/> FEDERAL EXPRESS <input type="checkbox"/> REVISIONS <input type="checkbox"/> PRINTING <input type="checkbox"/> OTHER		
1. SPECIFICATIONS FOR FEDERAL EXPRESS SHIPPING				
Delivery: <input type="checkbox"/> Priority Overnight <input type="checkbox"/> 2 nd Business Day <input type="checkbox"/> Saturday (if available)			Job Order Number for FEDEX	
Delivery Address: FEDEX will not deliver to FPO/AP or P.O. Box. The following is required to ensure proper delivery. If the following information is not available, item will be sent via regular mail <u>Point of Contact, Bldg #, Street Address, Commercial Phone</u>				
2. SPECIFICATIONS FOR EDITING				
<input type="checkbox"/> Editing <input type="checkbox"/> Scanning <input type="checkbox"/> Original Keying <input type="checkbox"/> Electronic Copy Provided (Location of File: See Remarks) <input type="checkbox"/> Adobe Acrobat .pdf conversion <input type="checkbox"/> Camera Ready Copy Provided <input type="checkbox"/> Return Originals to Originator <input type="checkbox"/> See Remarks				
3. BINDER INFO				
<input type="checkbox"/> 2" <input type="checkbox"/> 1 1/2" <input type="checkbox"/> 1" <input type="checkbox"/> 1/2" <input type="checkbox"/> White <input type="checkbox"/> Other (See Remarks) Quantity:				
4. SPECIFICATIONS FOR PRINTING				
No. of Copies	No. of Pages	Description : (Title, Form No., Drawing No.)		
Paper	Kind	Color	Kind	Color
Cover:			Text:	
Print:	<input type="checkbox"/> One Side	<input type="checkbox"/> Front/Back	<input type="checkbox"/> See Remarks	Drill: <input type="checkbox"/> Three Hole <input type="checkbox"/> GBC <input type="checkbox"/> 19-Hole <input type="checkbox"/> See Remarks
Binding:	<input type="checkbox"/> Prong Fastener	<input type="checkbox"/> Posts	<input type="checkbox"/> Tape Bind	<input type="checkbox"/> See Remarks
Staple:	<input type="checkbox"/> One Up Left	<input type="checkbox"/> Saddle Stitch	<input type="checkbox"/> Two Left	<input type="checkbox"/> See Remarks
Remarks/Additional Instructions: (List individual handouts separately)				
For Pubs Use Only	Assigned to Code:	UIC/Print Request No.:	Completion Date:	Picked Up By: